VILLAGE PRESIDENT
Ray Danford

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Rita Baker
Seth Speiser
Charlie Mattern
Ray Matchett, Jr.
Steve Smith
Mike Blaies

VILLAGE OF FREEBURG

FREEBURG MUNICIPAL CENTER
14 SOUTHGATE CENTER, FREEBURG, IL 62243
PHONE: (618) 539-5545 • FAX: (618) 539-5590
Web Site: www.freeburg.com

VILLAGE ADMINISTRATOR
Dennis Herzing

VILLAGE TREASURER
Bryan A. Vogel

PUBLIC WORKS DIRECTOR
Ronald Dintelmann

POLICE CHIEF
Melvin E. Woodruff, Jr.

VILLAGE ATTORNEY
Weilmuenster Law Group, P.C

September 6, 2012

NOTICE
MEETING OF PERSONNEL & PUBLIC SAFETY COMMITTEE
(Personnel/Police/ESDA/Fire)
(Baker/Smith/Mattern)

A Personnel and Public Safety Committee Meeting of the Village of Freeburg will be held at the Municipal Center, Executive Board Room, **Wednesday, September 12, 2012, at 6:30 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

POLICE COMMITTEE

A. Old Business
   1. Full-time and part-time police officer hires – Executive Session to discuss personnel, 5 ILCS 120/2-(c)(1)

B. New Business
   1. Thank you from resident
   2. Request for Police Dept., assistance for 5K Run/Walk
   3. St. Joseph Knights of Columbus Collection Request
   4. Repair to light bar on patrol car

PERSONNEL COMMITTEE:

A. Old Business
   1. Approval of August 6, 2012 Minutes
   2. Employee handbook
      a. Public Works On Call Status
   3. Job descriptions
   4. Safety Policy
   5. Employee raise/job description update

B. New Business
C. General Concerns
D. Public Participation
E. Adjourn

At said Personnel Meeting, the Village Trustees may vote on whether or not to hold an Executive Session to discuss the selection of a person to fill a public office [5 ILCS, 120/2 – (c) (3)], litigation [5 ILCS, 120/2 - (c)(11)] personnel [5 ILCS, 120/2 – (c)(1)]; real estate transactions [5 ILCS, 120/2 - (c)(5)] or collective negotiating matters between the public body and its employees or their representatives [5 ILCS 120/2 (C)(2).

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING
Wednesday, September 12, 2012 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Wednesday, September 12, 2012 at 6:44 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Trustee Mike Blaies, Trustee Ray Matchett, Mayor Ray Danford, Village Clerk Jerry Menard, Chief Mel Woodruff, Assistant Public Works Director John Tolan and Village Administrator Dennis Herzing. Guests present: Kendra Sauzek and Janet Baechle.

Chairperson Rita Baker called for New Business in order to accommodate our guest.

B. NEW BUSINESS:

1. Request for Police Dept., assistance for 5K Run/Walk: Kendra Sauzek was present to request assistance from our police department during their 5K Run/Walk on October 13, 2012. They would like the police department to direct traffic so their runners can cross over Apple Street by the high school and stay there until the runners come back through. Chief Woodruff said they don't have any particular issues. Chief said the streets and traffic are our responsibility and we don't bill any organization for that.

Trustee Steve Smith motioned to recommend to the full Board the request from St. Jospeh's School to have the Freeburg Police Department manage traffic control during the 5K Run/Walk be approved and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

2. Thank you from resident: Chairperson Baker read the thank you note from a previous Freeburg resident who needed help during a domestic situation. She thanked the police department for their assistance during that difficult time.

3. St. Joseph Knights of Columbus request: They would like to collect for their 2012 Intellectual Disabilities Tootsie Roll Campaign on 9/21 and 9/22. Steve asked what hours they would be collecting. Rita believes they collect in the evening from 5-7:00 p.m. and in the morning from 9:00-12:00.

Trustee Steve Smith motioned to recommend to the full Board the request from St. Joseph's Knights of Columbus to collect donations for their 2012 Intellectual Disabilities Tootsie Roll Campaign and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

4. Repair to light bar on patrol car: Chief Woodruff said the light bar on the Expedition is one of several used light bars that were received by the PD prior to his arrival. The one on the Expedition is about 17 years old. We have multiple bars we will need to

replace. The bid is for the purchase of two light bars and installation that are the most critical ones that we need to replace. He would like to get them ordered and installed as soon as possible. The other light bar is for Officer Ruhmann's vehicle. Mel said all but one light bar were received free from the State. The committee was fine with the request.

Assistant Public Works Director John Tolan left the Executive Board Room at 6:55 p.m.

EXECUTIVE SESSION
6:55 P.M.

Trustee Steve Smith motioned to enter Executive Session citing personnel, 5 ILCS 120/2-(c)(1) and Trustee Charlie Mattern seconded the motion. **ROLL CALL VOTE:** Trustee Charlie Mattern – aye; Trustee Steve Smith – aye; Trustee Rita Baker – aye. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED at 7:01 P.M.

Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 7:02 p.m.

POLICE: A. OLD BUSINESS:

1. Full-time and part-time police officer hires:

EXECUTIVE SESSION
7:03 P.M.

Trustee Steve Smith motioned to enter Executive Session citing personnel, 5 ILCS 120/2-(c)(1)a and Trustee Charlie Mattern seconded the motion. **ROLL CALL VOTE:** Trustee Steve Smith – aye; Trustee Charlie Mattern – aye; Trustee Rita Baker – aye. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED at 7:23 P.M.

Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 7:24 p.m.

Trustee Steve Smith motioned to recommend to the full Board we hire three part-time police officers and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

Chairperson Baker asked about Matt Moeckel and Chief Woodruff advised the committee if they want to interview him, they can; otherwise, his recommendation would be to hire him. Charlie stated he is ready to hire him.

Trustee Charlie Mattern motioned to recommend to the full Board we hire Matt Moeckel as a full-time police officer and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.

Chief Woodruff left the meeting at 7:25 p.m. and Assistant Public Works Director John Tolan re-entered the meeting.

Trustee Steve Smith motioned to recommend to the full Board we direct Attorney Manion to proceed with the discovery process and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of July 12, 2012 and August 6, 2012 Minutes: *Trustee Steve Smith motioned to approve the minutes of July 12, 2012 and Trustee Charlie Mattern seconded the motion.* All voting aye, the motion carried.

Trustee Steve Smith motioned to approve the August 6, 2012 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

2. Employee Handbook: Not discussed.

   a. Public Works On Call Status: Rita thought the contract will take care of this and Dennis said it will once it is signed.

3. Job Descriptions: Rita said we did receive information from Gene detailing his duties. Gene's job description pertains to item #5 below. Dennis said we haven't had time to do anything with this.

4. Safety Policy: John said this will coincide with the contract.

5. Non-union employee raises: Dennis sees this as a two-step process. He needs to take the information received from Gene and turn it into an ordinance which will amend the current code. The other issue is the raise which is up to the committee. Steve asked what Gene receives in compensation right now and Dennis believes it is $1300 per year. Rita asked how everyone felt about doubling the salary for the year. Charlie asked what Phil makes and Dennis thinks his pay is about $20 per hour. Rita thought he worked 20 hours per week. Dennis said the ESDA budget is almost nonexistent and we usually end up transferring money from the general fund and it wouldn't be a big issue to manage the additional money. Dennis said an option we have is to do something now and then again in the spring with the new budget so we can budget accordingly. The committee can consider an additional increase in compensation at budget time. Rita said you could consider giving Gene a bonus that isn't tied to the salary if we wanted to provide additional compensation. We may consider turning this position into two positions. Dennis said you can have an ESDA coordinator and an ESDA manager. The ESDA coordinator would handle all what Gene provided to us over and above what the typical ESDA coordinator would provide. The more routine stuff would be handled by the ESDA manager. Charlie wants it to be conveyed to Gene that the raise is based on what he deserves but was not budgeted. We are also discussing how to set it up for after Gene is gone.

   Trustee Charlie Mattern motioned to recommend to the full Board ESDA Coordinator Gene Kramer receive a $200 per month raise and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.

Ray requested we create an updated salary list for everyone. Assistant Public Works Director was present to discuss his recent request. Rita asked for an executive session and John left the room.

EXECUTIVE SESSION
7:43 P.M.

Trustee Steve Smith motioned to enter Executive Session citing personnel, 5 ILCS 120/2-(c)(1)a and Trustee Charlie Mattern seconded the motion. **ROLL CALL VOTE:** Trustee Steve Smith – aye; Trustee Charlie Mattern – aye; Trustee Rita Baker – aye. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED at 7:55 P.M.

Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 7:56 p.m.

Rita said they came up with an idea to give John $3500 for 2011. Charlie said the bonus is recognizing the work that you have done regardless of what Mel has done. John reiterated that he never wanted that to be an issue. John said you know that I will give all I have and more and Rita said they recognize that and truly appreciate it.

Trustee Steve Smith motioned to recommend to the full Board John Tolan receive a $3500 bonus for 2011 and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

The committee talked about the new apprentice lineman and Trustee Blaies said that recommendation will come from the Electric Committee at the board meeting Monday night.

B. NEW BUSINESS: None.

C. GENERAL CONCERNS: Trustee Mattern said he will be out of town at Monday night's board meeting. Dennis is going to get that phone moved into the board room by the Mayor's seat.

D. PUBLIC PARTICIPATION: None.

E. ADJOURN: *Trustee Steve Smith motioned to adjourn at 8:02 p.m. and Trustee Charlie Mattern seconded the motion.* All voting aye, the motion carried.

Julie Polson

Transcribed from tape by
Julie Polson
Office Manager

July 17, 2012

The Village of Freeburg
14 Southgate Shopping Center
Freeburg, IL 62243

To whom it may concern:

St. Joseph's School in Freeburg, Illinois is hosting its first annual 5K Run/Walk on Saturday, October 13, 2012. The race will begin at 9:00 a.m. The race will begin and end at St. Joseph's School located at 2 North Alton Street. The estimated finish time for all runners is approximately 10:30 a.m.

On behalf of the school and planning committee, we are asking involvement from the Freeburg Police Department to stop traffic so our runners can safely cross over Apple Street. We ask the police officers to stay in this location as our runners will come back through to finish the planned race route.

A map of the race route is attached to this letter so you may review the route. Please notify me if there are any concerns with this request or the route that is planned.

Sincerely,

Kendra Sauzek and Stacy Collins
Committee Chairpersons

This map was created by St. Clair County Mapping & Platting Department in conjunction with the GIS Department. This County makes no claim to the accuracy of this map. Please contact Mapping & Platting at (810) 277-6600

1 inch equals 1,111.36 feet

RECEIVED
AUG 2 7 2012

August 24, 2012

Tom L. Reaka
St. Joseph Knights of Columbus #13197
10 North Alton
Freeburg, IL 62243

Dear Julie,

Enclosed is the letter we discussed on Friday, August 24, 2012, requesting permission to collect for our Council's 2012 Intellectual Disabilities Tootsie Roll Campaign. We plan to have our members posted at the intersection of State and Apple Streets on Friday, September 21st, and 22nd. All members will be wearing red and yellow vests and have yellow and orange containers. The collections are donated to two local charities, Freeburg Terrace Home and S.A.V.E. Your cooperation to allow us to continue our charitable work is very much appreciated.

Thank you,

Tom L. Reaka

Tom L. Reaka
Recorder & Chairperson
St. Joseph Knights of Columbus #13197

From: marquardt@fpd.net

Date: Mon, 30 Jul 2012 19:14:47 -0500

To: "mel" <woodruff@fpd.net> , "Stan Ruhmann" <ruhmann@fpd.net>

Subject: Unit #94

I have a blue rotator (inside one)not working on my light bar. The bulb looks good and if you mess with it, it works for awhile then quits again. I noticed when I had the dome off, there is corrosion on a lot of the connections and the wire coating is very cracked and falling off the wires I can see. I don't know if they got hot or it's just due to the age of the light bar. Also, the rotators and the take downs are really all that were working on the bar. The alley lights work once in a great while and the flashers haven't worked in a long time. My concern is the bare wires.

Terry

TrueLine Communications, inc.

P.O. Box 339
320 S. Main
Jacksonville, IL 62651

Estimate

Date	Estimate #
8/28/2012	2259

Name / Address
Freeburg Police Department 14 Southgate Center Freeburg, IL 62243

Project

Description	Qty	Cost	Total
Code 3 2100 series LED lightbar, discounted price	2	925.00	1,850.00
Removal of the old lightbar, installation of the new LED light bar per customer specs.	2	300.00	600.00
*** This lightbar is a discontinued model. Quote good while supplies last.			
** Fax# 618-539-9872			

This proposal is valid for 30 days. Thank you for your business.

Subtotal	$2,450.00
Sales Tax (7.0%)	$0.00
Total	$2,450.00

Phone #	Fax #
217-245-0733	217-245-9747

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Ray Danford

VILLAGE CLERK
Jerry Menard

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING
Thursday, July 12, 2012 at 5:00 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Thursday, July 12, 2011 at 5:02 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Trustee Mike Blaies, Trustee Seth Speiser, Trustee Ray Matchett, Village Clerk Jerry Menard, Chief Mel Woodruff and Village Administrator Dennis Herzing. Guests present: Steve Burrows, John Blomenkamp and Tom Carpenter.

POLICE: A. OLD BUSINESS:

1. Full-time and part-time police officer hires: Mel said after the agreed upon deadline, we received a total of 76 applications for both full- and part-time officers. Of that total, 22 applicants are fully trained and ready to work; 19 need some form of training and 35 have no training or experience. He sent letters to all of the individuals that didn't qualify. We sent a similar letter to the partially qualified applicants advising we would keep their applications on file. The qualified applicants were sent a letter on Monday along with the police department application which authorizes us to do a background check. They were given a deadline of 7/20/12 to get that back into us. Mel offered anyone to review the applications if they wanted to.

Steve asked if the part-time officers we have hired have taken care of the overtime issue and Mel said predominantly, yes. Mel believes it is a good idea to add a couple more part-time officers to the department. Mel only had to fill overtime shift last month.

B. NEW BUSINESS:

1. Event at Freeburg Recreation Park: Mel said Glen approached the Board about this and was told to put his request in writing. Mel does not have a problem with it. Glen called Mel and asked for officers to be provided and understood the fee that would be charged for that service. Jerry asked if we would be charging a fee and Mel said yes, he explained that to Glen. She asked Mel if he would be handling the parking as well and he said no. Mel said the only concern he saw might be the late hour. Homecoming is usually over by midnight. Steve brought up the directions the speakers would be facing and said he would like them directed towards the trees and away from the homes. Mel said Glen is willing to come to any meeting to answer any questions. Steve would just try to keep the noise down for the people that live around the park. Dennis said the liquor license may need to be reviewed by the Mayor to see if it fits with the event description.

EXECUTIVE SESSION
5:18 P.M.

Trustee Steve Smith motioned to enter Executive Session citing personnel, 5 ILCS 120/2-(c)(1)a and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED at 5:24 P.M.

Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 5:24 p.m.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of June 19, 2012 Minutes: *Trustee Steve Smith motioned to approve the June 19, 2012 Minutes and Trustee Charlie Mattern seconded the motion.* All voting aye, the motion carried.

2. Employee Handbook: Nothing at this time.
   a. Public Works On Call Status: Dennis said this is basically done.

3. Job Descriptions: Nothing at this time.

4. Safety Policy: Nothing new.

5. Non-union employee raises: Mike asked if we are waiting on input from Gene for that. mike said he is extremely busy with the consolidation.

6. Storage situation: Charlie asked for this to be added and to talk to Greg Blomenkamp. Dennis said a lot of things have backed up because we've been concentrating on the pool.

Trustee Speiser asked if we've done any interviewing for the electric lineman position and Mike said we have interviews set up for Monday, Tuesday and Wednesday. Rita said we'll be advised when the final interviews have been scheduled.

EXECUTIVE SESSION 5:28 P.M.

Trustee Steve Smith motioned to enter into Executive Session citing personnel, 5 ILCS 120/2-(c)(1)a and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED at 5:54 P.M.

Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 5:54 p.m.

B. NEW BUSINESS: Dennis will pass along the letter Rita received to Attorney Manion.

C. GENERAL CONCERNS:

D. PUBLIC PARTICIPATION: Steve Burrows was present and said it's been 70 days since he was placed on administrative leave and would like to get this over with. He said there are 6 grievances and he is available to talk to anyone that has any questions.

E. ADJOURN: *Trustee Steve Smith motioned to adjourn at 5:55 p.m. and Trustee Rita Baker seconded the motion.* All voting aye, the motion carried.

Julie Polson

Transcribed from tape by
Julie Polson
Office Manager

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING
Monday, August 6, 2012 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Monday, August 6, 2012 at 6:30 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Trustee Mike Blaies (via telephone), Trustee Seth Speiser, Trustee Ray Matchett, Mayor Ray Danford, Village Clerk Jerry Menard, Chief Mel Woodruff, Village Administrator Dennis Herzing and Office Manager Julie Polson. Guests present: Attorney Brian Manion, Steve Burrows, John Blomenkamp, Tom Carpenter and numerous residents.

POLICE: A. OLD BUSINESS:

1. Full-time and part-time police officer hires: Mel stated he has no recommendations at this time.

B. NEW BUSINESS:

1. Executive Session to discuss charges of misconduct and recommendation for discharge of Officers Blomenkamp and Burrows, [5 ILCS, 120/2-(c)(1)]:

EXECUTIVE SESSION
6:31 P.M.

Trustee Steve Smith motioned to enter Executive Session citing personnel, 5 ILCS 120/2-(c)(1)a and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED at 7:37 P.M.

Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 7:40 p.m.

PERSONNEL:
A. OLD BUSINESS:

1. Approval of July 12, 2012 Minutes: Not discussed.

2. Employee Handbook: Not discussed.
   a. Public Works On Call Status: Not discussed.

3. Job Descriptions: Not discussed.

4. Safety Policy: Not discussed.

5. Non-union employee raises: Not discussed.

6. Storage situation: Not discussed.

B. NEW BUSINESS: Not discussed.

C. GENERAL CONCERNS: Not discussed.

D. PUBLIC PARTICIPATION: None.

E. ADJOURN: *Trustee Steve Smith motioned to adjourn at 7:40 p.m. and Trustee Charlie Mattern seconded the motion.* All voting aye, the motion carried.

Julie Polson
Office Manager